

DAYTON, OHIO FORM DW-3 Annual Reconciliation W-2 Withholding and 1099 MISC Earnings Report

File with: City of Dayton, Division of Revenue and Taxation, PO Box 2806, Dayton, OH 45401-2806

Reconciliation is due on or before February 28. For assistance, contact the Tax Office at (937) 333-3500.

NOTE: Employers having "100 or more employee records" are required to submit the required information on electronic media. Please refer to the electronic media specifications posted on our website at www.cityofdayton.org. This requirement does not refer to submitting 1099 MISC earnings report to our office.

DO NOT SEND PAYMENTS WITH THIS FORM

IF YOU NEED TO SEND ANY PAYMENTS, mail separately using Form DW-1 along with a letter of explanation to City of Dayton, Division of Revenue and Taxation, PO Box 643700, Cincinnati, OH 45264-3700.

Tax Year

Federal ID #

Company Name

Address

City/State/ZIP

Number of W-2 Employees Reported	1) #
Dayton Gross Payroll per employer records	2) \$
Dayton Tax @ 2.25%	3) \$
Additional Courtesy/Resident Withholding	4) \$
TOTAL Dayton Tax Withheld	5) \$

Number of Dayton 1099 MISC Issued	6) #
1099 MISC Dayton Earnings Reported	7) \$

W-2 Withholding Amounts Withheld in Tax Year

January	April	July	October
February	May	August	November
March	June	September	December
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total W-2 Withholding Paid for Year 8) \$			

I certify that the information contained therein is true and correct.

Signed

Printed Name

Title

Date

Phone #

E-Mail Address

Office Location: 101 W Third St, Dayton, OH 45402
First Floor Income Tax Office

Office Hours Monday-Friday 8:00 AM-5:00 PM

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GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation on the City of Dayton Form DW-3. **Copies of all W-2 forms applicable to the reconciliation must be attached.** All W-2s must furnish the following name; address; social security number; gross wages; city tax withheld; name of city of which tax was withheld; and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of the W-2 form. The listing must contain the same information as required of the W-2 form.

City of Dayton requires businesses operation in Dayton to submit copies of their 1099 MISC forms.

SPECIFIC FILING INFORMATION

The Form DW-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Lines 1 through 8 must also be completed. The amount paid and the amount withheld should be equal. If they are not equal attach an explanation for any discrepancy.

If Line 5 indicates a balance due, the amount must be paid on or before February 28. If Line 5 indicates an overpayment, amended returns for the months or quarters in which the overpayment occurred must be filed on or before February 28.

(Revised 8/29/2009)